

Public Information Officer, Office of the State Comptroller

Description:

The Office of the State Comptroller performs audits, investigations and contract reviews and uncovers misconduct, waste and abuse at all levels of New Jersey government and within New Jersey's Medicaid program. The Public Information Officer will serve as a liaison to the press and public information officers in other State offices regarding dissemination of reports and other communications to the public. The Public Information Officer will also draft and review press releases, speeches, social media content, and will coordinate all aspects of the office's communications with the media and public.

Responsibilities:

- Serves as a liaison to the press and public regarding reports and other work issued by the office.
- Draft press releases, speeches and articles regarding the work of the office.
- Provides direction regarding the content and display of the office's website and intranet.
- Acts as official spokesperson in response to inquiries from the press.
- Supervises and directs the preparation of newsletters, brochures and other communications for external distribution.
- Coordinates details attendant to speaking engagements for the State Comptroller and Division Directors.
- Arranges press, radio, television and magazine interviews for the State Comptroller.
- Performs related special projects at the direction of the State Comptroller and Deputy State Comptroller.

Requirements:

- Excellent written and verbal communication skills.
- Experience working in public relations, communications or a news media organization preferred.
- Graduation from an accredited college or university with a Bachelor's Degree.
- Five years of experience in the collection, analysis, preparation and dissemination of information to the public.
- A Master's Degree in Journalism, Public Relations, Communications or English is preferred but not required.

Interested candidates should submit a cover letter, resume, and three references to:

Elissa Westbrook Smith
Chief of Staff
Office of the State Comptroller
P.O. Box 024
Trenton, NJ 08625

Email: comptroller.staff@osc.nj.gov

NOTE: Residency Requirements - Pursuant to N.J.S.A. 52:14-7 (L. 2011, Chapter 70), also known as the "New Jersey First Act," all new public employees are required to obtain principal residence in the State of New Jersey within one (1) year of employment.